

TECHNICAL UNIVERSITY OF MOMBASA



Document: Form

Ref No.: TUM/Form/SPD/004

Title: PROCUREMENT REQUISITION FORM

Department: PROCUREMENT DEPARTMENT

Issue No. 2

Revision No. 1

Date: 26th March 2019

PROCUREMENT PLAN REF NO.....

USER DEPARTMENT.....

LOCATION FOR DELIVERY.....

DATE REQUIRED.....

Please procure the following Goods/Woks/Services etc. on our behalf

Item No	Stock ref No.	Item Description of Goods/Works/Service	Unit of Measure	Quantity	Estimated Unit Cost	Estimated Total Cost
ITEM		REQUISITIONER (USER DEPARTMENT)		ESTIMATED TOTAL COST		
Signature						
Name						
Designation						
Date						
FOR FINANCE DEPARTMENT USE ONLY			VOTE HEAD NO	BALANCE	APPROVAL BY: ACCOUNTING OFFICER/AIE	
FUNDS AVAILABILTTY					HOLDER OFFICER/BUDGET HOLDER/HOD	
Signature						
Name						
Designation						
Date						

NOTE: Attach Complete Specification



TUM is ISO 9001:2015 Certified